

OPTIONAL FORM 99 (7-80)

FAX TRANSMITTAL

IN USE 12

To: <u>GAYLOR McCORMAN</u>	From: <u>Marilyn J. J. J.</u>
Plant/Agency	Phone # <u>702-401-3082</u>
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GENERAL SERVICES ADMINISTRATION	



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT
December 13, 1995

MEMORANDUM

TO : All Department Employees
FROM : Veronica D. Trietsch *Veronica D. Trietsch*
Director, Human Resources
Group
SUBJECT: Unemployment Compensation Information Packet

We are sending you this information on unemployment compensation to give you an opportunity to fill out the forms if necessary. At this point, a shutdown does not appear likely, but we can offer no guarantees on the outcome of negotiations between the Congress and the President.

We know this is an anxious time for all and we do not want to add to your concerns. However, we want to give our employees every opportunity to qualify for unemployment.

Attached you will find an unemployment compensation information packet. The package contains the following:

- Unemployment Fact Sheet
- Questions and Answers
- SF-8 (to be used by regional employees only)
- Special Claim Form (to be used by DC employees only)
- Letter to Creditors

Headquarters employees are asked to complete their portion of the Claim Form and submit it to their Executive Officer by Noon on Friday, December 15. Although you will fill out the Form in advance, it will be submitted to the District of Columbia only in the event the furlough occurs.

Instructions for regional employees are contained in the guidance. Procedures for filing will differ from state to state.

Questions may be directed to the Employees Relations Team on 401-1920 or your Regional Customer Service Team representative.

Attachment

600 INDEPENDENCE AVE., S.W. WASHINGTON, D.C. 20202

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.

UNEMPLOYMENT FACT SHEET**Unemployment Entitlement During a Furlough**

The following information is provided to assist you in applying for Unemployment Insurance (UI) benefits due to a shutdown, lack of an appropriation or continuing resolution. As a Federal employee you are eligible to collect UI during the period that you are out of work under a special program called Unemployment Compensation for Federal Employees (UCFE). This program is operated by individual states, and eligibility and benefit amounts are determined under the law of the State in which you work (last official duty station). The following process was designed to facilitate mass filings of unemployment claims and these procedures are only applicable in the situations outlined above.

c How do I file for Unemployment?

Headquarters Employees:

If you are a Headquarters' employee, the District of Columbia form entitled, "Initial Claim for Furloughed Federal Government Employees" and the instructions are attached.

You must fill in your portion of the form, Sections 1 through 20, sign Section 31, and return it to your Executive Officer no later than noon on December 15 for processing. The FRICK Company (who is the Agency's contractor for Unemployment) will complete the remainder of the information through magnetic tape including the signature requirement in Block #32. (NOTE: An SF-8 form is not required for Headquarters employees since information is being provided via magnetic tape.)

If your claim form was not submitted by December 15th, you should mail your completed UCFE claim form directly to the Frick Company at the following address:

Department of Education - 480
C/O James E. Frick, Inc.
UCFE Department
P.O. Box 66945
St. Louis, MO 63166

There is no need for individual filing of claims for D.C. employees, unless you did not receive a special claim form in advance. In that case you would need to obtain a DC special claim form from the local unemployment office. Complete this form and submit it directly to FRICK at the above address. FRICK will forward it to D.C. UI after completing the remainder of the information including the signature required by the Agency representative in Block #32.

Regional Employees:

Many states have developed special mail-in claim forms specifically designed for furlough situations. If this is true in your state, your local State Employment Security office can provide you with copies of these forms. The telephone number of this agency can be located in the Government section of your local telephone book under "Unemployment Insurance."

The SF-8 is attached for your information. This form includes basic filing instructions and eligibility information. Regional employees must provide a copy of this form (along with a copy of your last leave and earnings statement) at the time you file for unemployment insurance. The SF-8 provides notification to the local state agency that the FRICK Company is the contact point for the Department of Education on all unemployment claims.

The local state UI office will forward your form to FRICK to obtain the wage and separation information. FRICK will sign and return the completed form to the appropriate state agency.

o Time-frame for filing a claim:

D.C. Employees:

Please note that D.C. requires a one week waiting period of uncompensated unemployment before benefits become payable. Therefore, based on Department of Labor guidance, your claims will be batched and submitted by FRICK between December 26th and December 30th only.

Regions:

Timeframes will vary depending upon the state requirements. Some states require a waiting period before unemployment may be paid. Regardless of your State, you should file during the first week of the furlough unless otherwise instructed by your state.

Filing a claim form for Unemployment is voluntary. However, any delay in completing the UCFE claim form will likely delay any UCFE payment to which you may be entitled.

- o Fact Sheet with Questions and Answers
- o Letter for Creditors:

This letter may be used to provide notice to your creditors that you have been furloughed. This letter may be useful in the event you encounter any financial difficulty during the furlough period.

NOTE: In the event that Congress passes legislation to provide for retroactive payment to employees who were furloughed, you must pay back any Unemployment Insurance benefits received.

I hope that this information will be helpful to you. We also recommend that you stay tuned to your local media about special claims filing instructions for your state. In addition, we encourage you to periodically contact the Agency's information number for any updates.

Attachments:

Claim Form (D.C. employees only)
SF-8 (Regional employees only)
Questions and Answers
Letter to Creditor



Government of the District of Columbia

Department of Employment Services

500 C Street, N.W.

Washington, D.C. 20001

INSTRUCTIONS FOR COMPLETING AND FILING A FEDERAL FURLOUGH CLAIM

When completed submit to:

Employee Relations Team
Room 1432 FB-10 B

Items 1 through 20: Please have furloughes print clearly when answering these questions.

- Item 1. Print Last Name, First Name, Middle Initial
(including Jr, Sr, II, etc. following Last Name
- Item 2. Enter Social Security Number)
- Item 3. Print Street Address (Do not abbreviate and include
apartment number if applicable)
- Item 4. Print city (Do not abbreviate)
- Item 5. Print state
- Item 6. Enter zip code
- Item 7. Indicate sex with a "X" in the appropriate box
- Item 8. Enter number of completed years (High School -12, College
Degree, BS or BA - 16, Master Degree - 18, PH-D - 19)
- Item 9. Enter Marital Status
- Item 10. Enter Date of Birth (Month, Day, Year)
- Item 11. Enter Ethnic Group (White, Hispanic, Black, Indian, other)
- Item 12. Enter Union Status (union or non-union)
- Item 13. Enter telephone number (Include area code)
- Item 14. Duty station address (city and state)
Duty station should be recorded as shown on personnel
document for your agency.
- Item 15. Enter Employer's mailing address (Use address where
finance office is located)
- Item 16. Enter dates of most recent employment



"Helping People Help Themselves"

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- Item 17. Indicate unemployment compensation status with "X"
- Item 18. Enter citizenship status. (If an alien, indicate green card alien registration number.)
- Item 19. Indicate Retirement status with a "X".
- Item 20. Indicate whether worked for Federal Government in past 30 days with a "X".

Items 21 through 26: Leave blank: To be completed by DCDOBS Staff only.

Items 27 - 32 will be completed by the Frick Company.

Item 27. Preprinted.

Item 28. Enter all gross wages information in federal civilian service amounts and the account number.

Item 29. Attach documentary proof showing federal civilian employment. (Federal Agency letterhead notice or the SF-8)

Item 30. Already preprinted

Item 31: Please have furlonghee sign.

Item 32: Please have Agency Representative sign. This form is not complete unless it is signed and dated. Please enter signer's title and telephone number.

The claim form must be signed by both the employee and an authorized agency representative.

UNEMPLOYMENT COMPENSATION QUESTIONS AND ANSWERS

Q. Are furloughed Federal Government Employees entitled to Unemployment Benefits?

A. Federal employees who are unemployed as a result of a furlough are entitled to the same benefits as any employee on a temporary layoff. Benefits are based on gross weekly earnings. They vary within each State and amounts are determined based on your duty location. (In the District, benefits are calculated at approximately 50% of the employee's gross weekly wage up to a maximum weekly benefit of \$347 per week. The minimum amount of benefits is \$50 per week.)

Q. Where must an employee file their claim?

A. The federal employee's duty station determines the state in which the claim is filed. Federal employees will receive benefits based on the formula for the state in which their duty station is located. The determining factor is where the duty station is located, not the location of the agency headquarters or payroll office.

Q. How long must the furlough continue for Federal employees to be eligible for benefits?

A. Many states have a one-week waiting period before Unemployment benefits are payable. Therefore, in some cases, such as D.C., the first week of unemployment is not compensable and no benefits may be paid for the first week claimed. If a furlough should last longer than one week, the second week and succeeding weeks are compensable.

Q. How will furloughed Federal employees apply for benefits?

A. To handle the anticipated large volume of claims, many states are using special claim forms. (In D.C. Federal agencies are being provided a special self-filing claim form with instructions on how the claim must be filed.) The claim forms and instructions will be distributed by agency personnel if they are available; otherwise, employees may obtain these forms from their local State Employment Security Office.

Q. How long will benefits continue?

A. The maximum duration of benefits for most states is 26 weeks.

Q. When will I receive my first check?

A. The initial payment is generally issued within 10 days of receipt of your first mail claim card. While payments are made by the states, the funds to pay benefits are provided by the Federal Government. If Federal funding authority is not available, however, the actual payment of benefits may be delayed.

Q. Are Unemployment Benefits Taxable?

A. Yes. Unemployment benefits are fully taxable. Because there is no withholding from unemployment compensation, recipients must make estimated tax payments on a quarterly basis. For more information about estimated tax, request IRS Publication 505, "Tax Withholding and Estimated Tax" by calling 1-800-424-3676.



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF MANAGEMENT

December 18, 1995

TO WHOM IT MAY CONCERN:

This letter certifies that employees of the Department of Education (ED) have been placed on emergency furlough effective December 18, 1995. This emergency furlough has occurred because ED's Fiscal Year 1996 Appropriations Bill has not been passed by the Congress and/or signed by President Clinton. Through no fault of their own, ED employees will not be paid their salaries for the duration of this furlough.

While it is anticipated that this will be a short-term event, ED recognizes that employees have financial obligations that must be met. Please consider the temporary and unforeseeable nature of this furlough when making decisions which will affect ED employees' finances. Once the furlough has ended, employees will begin receiving their salaries again.

Your patience and consideration in this matter is appreciated.

Sincerely,

A handwritten signature in cursive script, reading "Veronica D. Trietsch".

Veronica D. Trietsch
Director, Human Resources
Group

600 INDEPENDENCE AVE., S.W. WASHINGTON, D.C. 20542

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.

Federal Employees Face Possible Furloughs

With all of the speculation about the possible furlough of Federal employees, do you ever feel like you're climbing a mountain without a rope? HEW Federal Credit Union understands that this is a difficult and uncertain time. We simply wish for our members to be aware that HEWFUCU is here to do what we do best...serve our members. HEW Federal Credit Union has designed several options for our members in case the furloughs become a reality.

BRIDGE
LOANS

EMERGENCY LOANS

LOAN DELIVERIES

2 CELLULAR PHONE-
A-LOAN LINES

IF YOU ARE NOT CURRENTLY A
MEMBER YOU MAY JOIN AT ANY
TIME TO TAKE ADVANTAGE OF THIS
OFFER

HOTLINE
FOR INQUIRIES

FINANCIAL COUNSELING

SPECIAL RATES ON
PERSONAL/SIGNATURE LOANS

DEFERRED PAYMENTS
ON EXISTING LOANS

HEWFUCU WANTS TO HELP YOU !

All furlough programs will be instituted only if furloughs are necessary. Preferred rates do not apply to special loan rate offer. For further information concerning furlough related programs, please call (202) 488-5400 ext. 7 or ext. 5 during normal business hours or call our Cellular Phone-A-Loan service at (202) 288-3000 or (202) 288-4126 during extended loan hours.